



CAREER OPPORTUNITY ANNOUNCEMENT

Office of Inspector General

ANNOUNCEMENT#: 03-4113-13 OPEN: 11-13-03 CLOSE: 12-4-03 REC'D BY COB: 12-4-03

POSITION: Personnel Security Specialist, GS-080-13

SALARY RANGE: \$69,054 to \$89,774 per annum

LOCATION: Office of Inspector General, Investigations Division, Security Operations, Washington, DC

TYPE OF APPOINTMENT: Permanent

WORK SCHEDULE: Full-Time

COMPETITIVE STATUS REQUIRED: Yes

WHO MAY APPLY: Any US Citizen - Nationwide

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED

DUTIES AND RESPONSIBILITIES:

The incumbent of this position will assist the Security Officer in the implementation and oversight of the Agency's Personnel Security Program and must maintain working knowledge of the laws and regulations that govern the federal government's National Security program and the Privacy Act of 1974. Assignments will include planning, directing, and implementing the position sensitivity program for all positions within the Agency and determines the level of background investigation required for Agency employees by applying the appropriate guideline. The incumbent will analyze and evaluate investigative reports and personnel background investigations, and make appropriate recommendations and forward to the Security Officer for review.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience that is equivalent to the next lower level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, e.g., providing policy and procedure in matters relating to the Agency's name check program; reviewing, analyzing and evaluating reports of personnel background investigations; making recommendations and coordinating information to the Security Officer; developing security program policies and procedures. Time-in-grade requirement applies. Applicants must meet the time-in-grade requirement within 45 days of the

closing date of the vacancy announcement.

QUALITY RANKING FACTORS USED IN THE RATING PROCESS:

Applicants who meet the minimum qualification requirements will be ranked on the following quality ranking factors. Your ranking will be used to determine if you will be referred to the selecting official. Applicants must submit a narrative description of their experience, education, training, etc. relative to each QRF. Be specific and limit responses to no more than one page per factor. Applications submitted without the supplemental statement will not receive further consideration. Please provide information in the following order:

1. Knowledge of Office of Personnel Management policies and procedures regarding personnel security background investigations, as well as personnel security laws and regulations.
2. Skill in evaluating investigative reports, including personnel security investigation reports, and skill in preparing written conclusions and recommendations.
3. Knowledge of the requirements of the Privacy Act of 1974.

EVALUATION PROCEDURES:

Quality Ranking Factors (all applicants) (Applications will not be rated and ranked if QRF's are not submitted)

Training completed in the last 5 years

Awards received in the last 3 years

Your most recent performance rating of record

THE FOLLOWING COMPLETED FORMS ARE REQUIRED:

- You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you may lose consideration for the job. You must also submit:
 - Supplemental statement addressing the quality ranking factors.
 - Optional Form 306, Declaration for Federal Employment.
 - Your most recent performance appraisal, if you are a current Federal employee.
 - Your most recent SF 50, Notification of Personnel Action.

COMPLETED FORMS SHOULD BE SUBMITTED TO:

Office of Inspector General
Small Business Administration
409 Third Street, S. W. - Suite 7150
Washington, D. C. 20416
Attn: Ms. Betty Mackall
(202) 205-6580

CONDITIONS OF EMPLOYMENT:

- Satisfactory completion of a background investigation is required for issuance of a security clearance.

- Appointment to this position is subject to negative drug test results.

OTHER FACTS PERTINENT TO THE POSITION:

- This position may require approximately 1 week of travel per year.
- Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, etc.) may apply. More information on special appointing authorities is available at <http://www.usajobs.opm.gov/blh.htm> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).
- If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/html/eqct.htm#ICTAP> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.
- If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of a Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.
- If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.
- To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the positions, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors (knowledge, skills and abilities).
- If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.
- The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Betty Mackall, Human Resources Specialist, at 202-205-7372 (telephone), 202-205-7382 (fax), or (email) betty.mackall@sba.gov. If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.

- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.

OPTIONS IN APPLYING FOR THIS POSITION:

1. You may mail your application to the following address: Small Business Administration, 409 Third Street SW, Suite 7150, Office of Inspector General, Washington, DC 20416, ATTN: Betty Mackall. All applications must be received by the closing date in order to receive consideration.
2. Applicants are strongly encouraged to apply for this position by E-mail: OIG@SBA.GOV or by fax on 202-205-7382. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
3. You may submit your application in person at the address above.

Personally delivered, e-mailed or faxed applications must be received by close of business on the closing date of the announcement. We are not responsible for errors in fax or e-mail, therefore, it is recommended that you call or email to verify that your application has been received on or prior to the closing date. You may call on (202) 205-6580.

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